**RISK ANALYSIS AND MANAGEMENT SYSTEM**

**ACTIVITY/SITUATION: Otorohanga Kiwi House**

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| **Analysis** | **Description** | | |
| **UNDESIRED EVENT(S)**  **Accident, injury, other forms of damage** | Road Accident  Injury to people by falling, bird attack, potentially hazardous equipment i.e. turnstiles/boardwalks.  Drowning  Distress to the birds and reptiles in the Park.  Injury to people by fire, earthquake or other natural disaster | | |
|  | **People** | **Equipment** | **Environment** |
| **CAUSAL**  **FACTORS** | Insufficient supervision of students/poor communication with students.  Ineffective briefing of visitors regarding risks/hazards and animal care code.  Students not interested or involved with the exhibits in the park. | Turnstiles and double door mechanisms | Unfamiliar environment.  Slippery boardwalks if wet  Uneven ground  ‘Wild’ birds and reptiles behave unpredictably. |
|  | **Normal Operations** | | |
| **RISK**  **MANAGEMENT STRATEGIES** | Students are greeted by staff outside of the Park and the animal care code is explained and identified hazards and acceptable behaviour outlined.  Students are accompanied and supervised by adults 1:4 ratio. | Regular maintenance of all boardwalks, handrails and turnstiles take place.  First aid is available at the front counter. | Visitors are expected to wear appropriate outdoor clothing and footwear.  Animals are removed from the visitors by physical barriers and visitors are asked to minimise their noise in enclosures – staying away from barriers to reduce stress on the animals. |
|  | **Emergency** | | |
|  | Evacuation routes from the building are clearly labelled beside exits – visitors to assemble with staff by the road side opposite the Kiwi House carpark. The park will be cleared by staff members through external exits.  In case of injury, staff at the front counter and Education staff, have appropriate First Aid training and access to appropriate resources and emergency services. | | |

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| **RELEVANT INDUSTRY STANDARDS APPLICABLE** | All structures and pathways have been certified by District Council Engineers and the NZ Fire Service.  Bird and animal enclosures are constructed in accordance with Department of Conservation captive management plans and current standards of best practice within the industry. | | |
| **POLICIES AND GUIDELINES RECOMMENDED** | Kiwi Recovery Plan and Captive Management Plan and related guidelines (1996 Director General of Conservation) | | |
| **SKILLS REQUIRED BY STAFF** | First Aid skills.  Education programmes overseen and presented by a registered teacher. | | |
|  | **Choose One** | | |
|  | **Accept** |  | **Reject** |
| **FINAL DECISION ON IMPLEMENTING ACTIVITY** | **Comments:** | | |